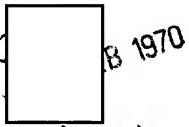


STAT

MR. BANNERM



B 1970

end 2/5-



STAT

REGISTRY

DD/S 70-0371

4 FEB 1970

MEMORANDUM FOR: Chairman, CIA Travel Policy Committee

SUBJECT : The CIA Travel Policy Committee

25X1 REFERENCE : [redacted] dtd 27 Aug 69, same subj

Now that the Travel Policy Committee has had several months of operation, I would like a report of its accomplishments and current problems to be resolved. This need not be a long comprehensive report but in sufficient detail that I can have an understanding of the travel matters considered and how resolved. In January of each year I would like a similar annual report of the Committee's activities.

(signed) John W. Coffey

R. L. Bannerman
Deputy Director
for Support

EO-DD/S:WEB/es (29 Jan 70)
Rewritten:ADD/S:JWC/ms (4 Feb 70)

Distribution:

25X1 Orig & 1 - Adse [redacted]
1 - DD/S Chrono
1 - DD/S Subject, w/Background (DD/S 69-4819, etc.)



77170

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Re the attached, I
think it should be sent
to [redacted] for action.

Tom called me today
to complain that some
of the things they have
finished, then get stuck
in [redacted] box and
don't get out. He noted
one item which was signed
off on by the Committee in
Oct '68, was printed and
then went to go on 20 Nov.
It is still in Joe's box.

Tom wanted to send me
a list of the items but I told

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him to hold off until we get
a response to attached memo.

STAT

STAT

STAT

DATE
29 January 1970

TO: Mr. Bannerman via Mr. Coffey

ROOM NO. BUILDING

REMARKS:

Recommend your signature.


WEB

FROM:

ROOM NO. BUILDING EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Director of Finance

STAT

ATTENTION : [REDACTED]

SUBJECT : The CIA Travel Policy Committee

STAT

REFERENCE : [REDACTED] dtd 27 Aug 69, same subject

Now that the Travel Policy Committee has had several months of operation I would like a report of its accomplishments and current problems to be resolved. This need not be a long comprehensive report but in sufficient detail that I can have an understanding of the travel matters considered and how resolved. In January of each year I would like a similar annual report of the Committee's activities.

R. L. Bannerman
Deputy Director
for Support

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P-
let's send only
Committee paper & the
~~ref add the time date~~
to me B
not whole file
H2 Done

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Travel Policy Committee

25X1

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Time Lapse Between Committee Concurrence and DDP Authentication

25X1

<u>Description of Revision</u>	<u>TPC Concurrence</u>	<u>To DDP For Authentication</u>	<u>DDP Authenticated</u>	<u>Concurrence To Authentication</u>
	8/13/69	8/20/69	8/26/69	13 days
	8/15/69	9/8/69	10/23/69	68 days
	8/15/69	9/9/69	12/9/69	115 days
	10/20/69	11/19/69	2/9/70	112 days
	2/10/70	2/18/70	3/3/70	21 days
	2/11/70	3/4/70	3/17/70	34 days

SECRET

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Note: When filed, pls
attach this material to
back of 70-0965.

p.

31 March 1970

NOTE FOR: Mr. Coffey

I have attached a schedule of those Regs the TPC thinks were excessively delayed in publishing after all agreed to them.

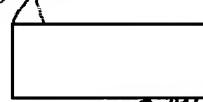
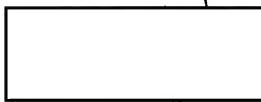
I have also attached an explanation from RCB of time spent by them in handling. I see no weakness or delinquency in RCB considering courier time and "change of Command" when most lengthy processing time occurred.



WEB

STAT

WEB -
Should we say anything to RIB
or just send [redacted] to RIB



31 MAR 1970

4/1 JWC - I think this should only be "informal".
RCB has excellent relations with [redacted] F.I.N. and
I don't think we should get into bickering who
not him to us. Let's get that kind of [redacted]

STAT

STAT

STAT

STAT

SECRET

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31 March 1970

25X1

Mr. Coffey via [redacted] 

25X1

Attached is [redacted] response to the Travel Policy Committee's complaint about the lengthy "processing" time in getting Regs through SSS/RCB.

25X1

Jack has converted processing days to "work-days" (rather than calendar days), a more accurate measure of time spent in RCB. The two jobs [redacted] which were in RCB for 23 work-days reflects a backlog of jobs during that period as well as the fact that this was during the period of personnel turnover in RCB (i.e. [redacted] departure and [redacted] assignment).

25X1

25X1

FYI only, the attached [redacted] revision shows one reason why it takes time to process jobs through RCB. The illegible page is exactly as received and required several discussions to obtain clarification.

25X1

The last two cited are more representative of what we expect to do in the future and we plan to move future changes out within 5 work-days.

25X1



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SECRET

GROUP 1
downgrading and
declassification

TRANSMITTAL SLIP

TO: Mr. Coffey

ROOM NO. | BUILDING

REMARKS:

Attached are explanations on
proposals initiated by the Travel Policy
Committee.

FROM:

ROOM NO. | BUILDING | EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

PROPOSALS SUBMITTED BY THE TRAVEL POLICY COMMITTEE

<u>Issuance</u>	<u>Title</u>	<u>Remarks</u>
STAT	Local Transportation	This proposal was received in RCB 14 August 1969 and sent to C/OPSER on 20 August, four workdays later. No problem involved.
	Rest Stops	Received in RCB on 18 August 1969. Information copies were sent to the Executive Director-Comptroller and the Inspector General on 4 September 1969, and a copy sent to C/OPSER on 8 September for authentication. It was returned from DDP on 24 October 1969. This job remained in RCB 13 workdays during which time it was rewritten and a memorandum sent to Executive Director-Comptroller and Inspector General. Believe this to be normal processing time considering that this job took its place among the 26 other jobs that were processed by RCB during this period.
STAT	R&R Travel	Received in RCB on 18 August 1969 and submitted to C/OPSER on 9 September 1969. It was returned signed on 9 December 1969. Information copies of this proposal were also sent to the Executive Director-Comptroller and the Inspector General on 9 September 1969. This job remained in RCB 23 workdays. Can find no reason for this time period except that [redacted] processed as a normal job without any priority.
	Unused Baggage	Received in RCB 20 October 1969. Completely redrafted in RCB and used as a training paper for indoctrination of new Chief, RCB. Information memorandums submitted to Executive Director-Comptroller and Inspector General on 6 November and copy sent to C/OPSER by RCB on 18 November. This job remained in RCB 14 workdays before being sent for information and 23 workdays before being submitted

PROPOSALS SUBMITTED BY THE TRAVEL POLICY COMMITTEE - Con.

<u>Issuance</u>	<u>Title</u>	<u>Remarks</u>
STAT 	Return Travel	for authentication. No unusual delay in this job. It was returned signed by C/OPSER on 2 February 1970.
	Use of POV	Received in RCB 12 February 1970. Rewritten and copy sent to C/OPSER on 17 February for approval, three workdays later. No delay.
		Received in RCB 18 February 1970. Several questions arose on this job as to clarity, and certain sections had to be written after consultation with O/F and DDP. It was submitted to C/OPSER for approval on 1 March 1970. The job remained in RCB eight workdays, normal processing time even with the rewrite problems. The HR counterpart was sent to the A/DDS twice for signature due to changes. Attached is a copy of this proposal as received from the Travel Policy Committee. It is not exactly clear, especially page 3.

I do not believe we can compare the time that it takes to process a job in RCB and the time it takes the DDP to authenticate this job. Once a proposal is received in RCB, a job is established, a card prepared for the Kardex, a folder set up, and then it is given to an editor for review and rewriting. Depending on his current workload, which is always backlogged, and the priorities of the new job, he proceeds with the processing of this job. The complexity and size of the proposal and staff work done by the Travel Policy Committee helps to determine how extensive RCB's labors will be. C/OPSER's role is simply to authenticate a proposal when it is sent to him by RCB; the same as it is for the A/DDS.

 STAT

25X1

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Next 3 Page(s) In Document Exempt

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STAT

25X1

25X1

25X1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	X	SECRET
Approved For Release 2003/04/29 : CIA RDP84-00780R003800030012-7			

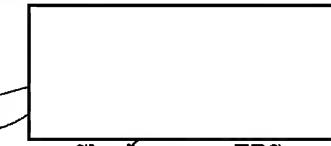
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO-DDS [redacted] Headquarters		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Pursuant to your request, attached is a statistical report which indicates the time lapse between final Travel Policy Committee concurrence and DDP authentication of revisions to [redacted]

[redacted] This report is an addendum to the last part of paragraph 5 of the memorandum for DDS, dated 9 March 1970, Subject: Annual Report - The CIA Travel Policy Committee.



Chairman, TPC

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
	3/25/70
UNCLASSIFIED	CONFIDENTIAL
Approved For Release 2003/04/29 : CIA RDP84-00780R003800030012-7	
(40)	

SECRET

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Travel Policy Committee

25X1

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Time Lapse Between Committee Concurrence and DDP Authentication

25X1

<u>Description of Revision</u>	<u>TPC Concurrence</u>	<u>To DDP For Authentication</u>	<u>DDP Authenticated</u>	<u>Concurrence To Authentication</u>
	8/13/69 - 7 -	8/20/69 - 6 -	8/26/69	13 days
	8/15/69 - 3 -	9/8/69 - 45 -	10/23/69	68 days
	8/15/69 - 5 -	9/9/69 - 96 -	12/9/69	115 days
	10/20/69 - 30 -	11/19/69 - 47 -	2/9/70	112 days
	2/10/70 - 8 -	2/18/70 - 13 -	3/3/70	21 days
	2/11/70 - 21 -	3/4/70 - 13 -	3/17/70	34 days

SECRET

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